



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

VACANCY NOTICE

December 5, 2005

RHODE ISLAND DEPARTMENT OF EDUCATION

OFFICE OF MIDDLE & HIGH SCHOOL REFORM

DIRECTOR

\$84,940 - \$124,384

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **January 9, 2005** or until position is filled.

DUTIES AND RESPONSIBILITIES:

See attached job description.

APPLICATIONS:

Send resume, all transcripts and two current letters of reference to:

Paula A. Rossi, SPHR, Director
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be e-mailed to christine.arslanian@ride.ri.gov
Transcripts and signed letters of reference should be mailed.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600

Fax (401)222-6178

TTY 800-745-5555

Voice 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

TITLE: Director – Middle/High School Reform

ORGANIZATIONAL CENTER: The position is located in the Instructional Support Center. The position reports to the Deputy Commissioner for Instructional Support

GENERAL STATEMENT OF DUTIES: Incumbent is responsible for leading, managing, and supporting school reform efforts in middle schools, high schools, career and technical programs and centers, and K-12 counseling efforts.

LEADERSHIP, MANAGEMENT AND COLLABORATION: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. The context for this work must be strong advocacy for students and schools and a positive commitment to the role of the Department of Education as a central state level advocate.

SUPERVISION RECEIVED: Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. The Director is subject to an annual performance assessment.

SUPERVISION EXERCISED: Facilitates, directs, coordinates and assesses the work of professional, technical, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Assures implementation of High School Regulations by leading and collaborating with staff members to create guidance and professional development opportunities for schools to ensure compliance and implementation of newly adopted high school regulations.

Promotes a comprehensive system of career and technical education in partnership with business and industry and other governmental agencies by integrating career and technical education in high schools, including revising career and technical regulations and programs.

Administers Federal and State grants.

Ensures that K-12 counseling programs provide effective supports to student success and are congruent with school reform strategies.

Assures implementation of middle school reform.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of high school reform principles, CTE, adult education principles, middle school reform issues, and K-12 counseling principles.

Knowledge of school change processes.

Knowledge of grant processes and procedures.

Knowledge of applicable Federal and State laws and regulations.

Skilled in coordinating and facilitating the work of staff and stakeholder groups.

Strong writing and speaking skills.

Skilled in working collaboratively.

Skilled in designing and delivering professional development opportunities.

Skilled in developing policies.

Skilled in implementing Federal programs.

Skilled in preparing grant applications.

Skilled in administering grants.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in Education.

EXPERIENCE: Five years of leadership/management experience in education at the local or state level.

OR: Any combination of education and experience that shall be substantially equivalent to the above.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for individuals with a disability.

Date: September 2004